



September 2018

Dear Parent / Guardian,

During this academic year, your son / daughter will be using a range of materials and components as part of their NEA project in Design and Technology. We therefore ask for a voluntary contribution of £25.00 to help towards the cost of materials they will use.

Your contribution represents only part of the cost of materials that will be used this year, but it will enable us to continue to provide a range of materials for some exciting projects. In the unlikely event that a student requires expensive materials that we do not normally stock it may be necessary for them to purchase these themselves.

Our preferred method of payment is via the School's online payment system; if you wish to pay by cheque, please send this to school in an envelope addressed to 'Ms Pettifer, Finance Office'. Please ensure that you enclose the reply slip and that the student's name is on the back of any cheque together with 'D&T contribution'. If you are unable to make a contribution at this time, please return the reply slip below.

If you are in receipt of a bursary you are not required to make a payment.

If you have any questions please do not hesitate to contact us.

Yours sincerely

Mr M. Smith

Design and Technology

Student's Name _____ Tutor Group _____

Please find enclosed a contribution of £25

I do not wish to make a contribution at this time

Signed: _____

date: _____

Parent name: _____

